

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 28, 2014

Item 1, Report No. 1, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on January 28, 2014.

**1 AWARD OF REQUEST FOR PROPOSAL – RFP13-348
DATA STORAGE BACKUP AND RECOVERY SERVICES**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Strategic and Corporate Services and the Chief Information Officer (CIO), dated January 14, 2014:

Recommendation

The Commissioner of Strategic and Corporate Services and the Chief Information Officer (CIO), in consultation with the Director of Purchasing Services and the Interim Commissioner of Finance & Treasurer, recommend:

1. That in accordance with the City's Consolidated Purchasing Policy, the Request for Proposal (RFP13-348) for Data Storage Backup and Recovery Services be awarded to Storage Pipe Solutions Inc., in the amount of \$96,500 (plus applicable taxes) for a three (3) year contract, with two (2) optional yearly extensions, and;
2. That staff be authorized to negotiate final requirements and terms of related agreements, and;
3. That the Mayor and City Clerk be authorized to sign related documents.

Contribution to Sustainability

Vendor evaluation and selection criteria for RFP13-348 reflect "green procurement" principles.

Economic Impact

Funding for Data Storage Backup and Recovery Services is part of the Information and Technology Management department Operating Budget, which was approved. Additional funding is not required.

Communications Plan

Not required.

Purpose

The purpose of this report is to receive Council approval to award RFP13-348 to Storage Pipe Solutions Inc. for Data Storage Backup and Recovery Services.

Background - Analysis and Options

In accordance with best practices for disaster recovery and business continuity, the Information and Technology Management department performs regular off-site backup of mission-critical data. The City partners with highly competent vendors who meet stringent technical requirements and comply with applicable regulations pertaining to data management and security in the performance of data backup and recovery procedures.

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Vendor Selection Process

RFP13-348 was advertised on the CityPage, Biddingo and OPBA website on October 16, 2013, and picked up by fifteen (15) potential proponents, with closing date of November 4, 2013. Proposals were received from the following nine (9) proponents:

1. Longview Systems
2. Midrange Services
3. Compugen Inc.
4. Storage Pipe Solutions Inc.
5. Goldpals Inc.
6. Greenlight Consulting
7. Xylotek Solutions Inc.
8. Open Decisions Inc.
9. IQ Storage Inc.

All nine (9) proposals were qualified. An evaluation team, comprising of staff from the Information and Technology Management department and the Purchasing Services department evaluated the qualified proposals using a previously established evaluation criteria.

The following evaluation criteria, as outlined in RFP13-348, were used in the evaluation of the received proposals:

EVALUATION CRITERIA	POINTS
1. Proponent Information – subject matter expertise, technical qualifications, regulatory compliance, business and IT practices	10
2. Proponent Data Centre Facilities – technical requirements, security, ANSI (American National Standards Institute) Tier Level compliance	10
3. Solution Requirements – functional requirements compliance, as defined in the RFP Terms of Reference	50
4. Support Requirements – SLA (Service Level Agreement) requirements compliance, as defined in the RFP Terms of Reference	10
5. Proposal Cost – contract cost, renewal options	20
TOTAL	100

The evaluation team determined that the proposal submitted by Storage Pipe Solutions Inc. achieved the highest evaluation points.

Relationship to Vaughan Vision 2020

The recommendations contained in this report are consistent with the priorities set by Council and the necessary resources have been allocated and approved.

Specifically, the recommendations in this report support the following VaughanVision 2020 initiatives:

Manage Corporate Assets – data storage backup and recovery practices are integral components of effective information assets protection and management;

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Demonstrate Excellence in Service Delivery – data storage backup and recovery practices are essential for effective and rapid disaster recovery and re-establishment of service delivery to citizens.

Regional Implications

None

Conclusion

In accordance with best practices for disaster recovery and business continuity, the Information and Technology Management department performs regular off-site backup of mission-critical data. To accomplish this, the City partners with highly competent vendors who meet stringent technical requirements and comply with applicable regulations pertaining to data management and security in the performance of data backup and recovery procedures.

The intent of RFP13-348 is to establish a qualified and competent vendor to provide Data Storage Backup and Recovery Services, as specified in the RFP13-348 Terms of Reference.

Based on the evaluation team's results, the proposal submitted by Storage Pipe Solutions Inc. received the highest evaluation points and is also the lowest cost proposal.

It is recommended that RFP13-348 be awarded to Storage Pipe Solutions Inc.

Attachments

None

Report prepared by:

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